

Summer School Discipline Policy

General Discipline Policy

Students participating in DCPS summer school programs are offered the same supports and expected to uphold the same standards of behavior as during the regular school year. The *Safe and Positive Schools Policy*¹ establishes DCPS' vision and includes the framework for student supports and behavioral interventions; disciplinary code infractions and responses; discipline for students with disabilities; and due process procedures. Given the nature of summer school, some policy requirements must be modified, and these changes are detailed below. Unless specifically noted in this policy, all other requirements of the *Safe and Positive Schools Policy* apply.

This policy applies to students in DCPS summer school and Extended School Year (ESY). Non-mandatory enrichment programs operated by DCPS must document all exclusions in SBT and should follow the other requirements of this policy. Partner organizations operating summer programs in DCPS buildings are also encouraged to follow this policy and uphold DCPS' standards and expectations for student behavior.

Behavioral misconduct and the appropriate responses during summer school are categorized into the same tiers (i.e., I through V)² as during the school year. However, the manner in which behavioral misconduct will be documented, procedures around notifications of disciplinary responses, some responses to behavioral misconduct, and due process procedures have been modified for summer school programming and differ from the processes during the school year.

Summer school programs are expected to proactively implement intervention strategies to ensure a calm, safe, and predictable environment and to prevent inappropriate behavior to the extent possible.³ To that end, all available resources, subject to budgetary limitations, shall be utilized, including preventive and responsive interventions that support students' needs.

Documentation

All removals of students from their school schedules for disciplinary reasons are considered school exclusions, and all relevant aspects of this policy must be followed in these instances. All exclusions from school must be documented in SBT.

Students must receive adequate and timely notification of student infractions and disciplinary responses.⁴ The notice should be provided to the student and parent/guardian at the end of the school day on which the disciplinary response was determined or, in the case of a suspension, before the student leaves the school building for the day.

¹ Available at <https://dcps.dc.gov/node/1578396>.

² See Appendix B: Grounds for Disciplinary Action and Responses in the *Safe and Positive Schools Policy*, available at <https://dcps.dc.gov/node/1578396>.

³ See 5-B DCMR § 2500.2.

⁴ 5-B DCMR § 2500.14.

Principals of summer school sites shall ensure that accurate documentation is maintained for each student in a student discipline file that is separate from the student's official record and cumulative file.⁵ If a summer school student transfers from one summer school site to another, their attendance data, including the number of unexcused and excused absences for the summer session, and discipline data will follow the student and transfer from site to site.

Suspensions and Dismissals

Students cannot be suspended from summer school for any behavior classified as Tier I or II.⁶ Students may be suspended from summer school for behavior classified as Tier III, IV, or V. Students may be recommended for dismissal from summer school for any behavior classified as Tier V. When a student is dismissed, they are not permitted to continue attending summer school for the remainder of the session. Students in grades K-8 may only receive an out-of-school suspension or dismissal if a school administrator determines, consistent with school policy, that the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person, including behavior that happens off school grounds.⁷

Students may not be suspended for greater than five (5) consecutive summer school days for any one behavioral incident, unless the student brings a weapon to school.⁸ If a student brings a weapon to school, they will be dismissed from the remainder of the summer school session, and the DCPS Student Supports Team will determine the appropriate school location for the student for the subsequent school year based on the nature of the incident, the programs and supports available, the needs of the student, and other factors.

Suspensions may only be authorized by the summer school site principal. Dismissals can be recommended by the summer school site principal for approval by an Instructional Superintendent or designee.

Prior to leaving the school building because of a suspension or dismissal, a summer school student is entitled to an administrative conference with the principal or their designee.⁹ Suspensions will start immediately once approved through an administrative conference. A student may be removed immediately from school before having an administrative conference if they are contributing to an emergency situation in school.¹⁰ In an emergency situation, the conference must occur no more than three (3) summer school days after the proposed suspension or dismissal is initiated.

Students younger than fourteen (14) years old who have had an administrative conference shall not be allowed to leave school grounds during school hours unless accompanied by a parent/guardian or their designee. Students fourteen (14) years of age and older who have had an administrative conference shall not be allowed to leave school grounds during school hours until a parent/guardian or their

⁵ 5-B DCMR § 2503.5.

⁶ See Appendix B: Grounds for Disciplinary Action and Responses in the *Safe and Positive Schools Policy*, available at <https://dcps.dc.gov/node/1578396>.

⁷ D.C. Official Code § 38-236.04(a)(1).

⁸ 20 U.S.C. § 7961; D.C. Official Code § 38-231.

⁹ See Section IV.G.1 in the *Safe and Positive Schools Policy*, available at <https://dcps.dc.gov/node/1578396>, for additional information on administrative conferences.

¹⁰ See Section IV.E.2.f in the *Safe and Positive Schools Policy*, available at <https://dcps.dc.gov/node/1578396>, for additional information on emergency removals.

designee has been notified and given the opportunity to arrange for proper supervision of the student. Until such arrangements are made, these students may be removed from the classroom environment, but must be appropriately supervised during this time.

Suspensions from summer school will not carry over into the following school year.

Due Process

Parents/guardians and adult students may appeal a summer school suspension or dismissal by submitting an email or a written appeal to the summer school site principal no later than two (2) school days after receiving notice of the suspension or dismissal.¹¹ If a school receives an oral request from an adult student or the student's parent/guardian, it must transcribe that request into writing on the day of receipt.

Appeal conferences must be scheduled for no later than two (2) summer school days after receipt of the appeal. Upon request of the adult student or parent/guardian, the conference date may be extended up to two (2) additional summer school days following the filing of the appeal.

For suspensions of one (1) to three (3) days for students in grades K-5 or one (1) to five (5) days for students in grades 6-12, the appeal is heard by the summer school site principal. For suspensions of four (4) to five (5) days for students in grades K-5 or any dismissal, the appeal is heard by an Instructional Superintendent or designee.¹²

The adult student or parent/guardian will have the opportunity to present evidence and ask witnesses to speak during the administrative conference.¹³ Adult students or parent/guardians have the right to bring an attorney or other representatives to the conference.

Within one (1) summer school day after the appeal conference, the person hearing the appeal will give the student, the student's parent/guardian, and the summer school site principal (if applicable) a written summary of the appeal conference proceedings and their decision.¹⁴ While suspensions start immediately once approved through an administrative conference or in the event of an emergency situation, if a suspension is overturned or reduced upon appeal within the timeframe of the suspension, the days missed will be credited back to the student's attendance record and the student will be provided with the opportunity to make up all work with updated deadlines without reduction in grade.

¹¹ 5-B DCMR § 2505.14.

¹² 5-B DCMR § 2505.14(d).

¹³ 5-B DCMR § 2505.14(e).

¹⁴ 5-B DCMR § 2505.14(g).